



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LAND SPECIALIST II

Job Number: 20001619

Job Code: 83410V150416

Job Group: 8300 - PROPERTY

Job Established: 02/16/2007

Job Revised: 04/16/2015

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the land and property rights acquisition process for a state agency. Conducts research on property ownership and contacts private landowners to investigate the potential for purchase, lease or easements of land. Coordinates the property rights acquisition process with other agencies. Investigates and applies for federal grants and other funds for land and property rights acquisition and conservation program funding; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience in real estate sales, property rights acquisition, land or property appraisal, land survey work, land use planning, natural or historic land resource management, Geographic Information Systems (GIS), as a paralegal or in a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study will substitute for the required experience on a year-for-year basis up to a maximum of one year. A real estate license or real estate appraiser certification (whether current or in escrow) that has been obtained within the last four years will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to appointment in this classification.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates a strategy for identifying and prioritizing specific areas for acquisition. Researches background data and landownership records on land to be acquired, makes recommendations concerning the purchase and maintains comprehensive records. Coordinates the entire land acquisition process with agencies. Responsible for meeting with landowners and the general public in acquiring property. Coordinates various agency initiatives and federal programs related to land acquisition and conservation. Coordinates development of statewide land acquisition plans. Represents agency as a member of boards or commissions. Completes reports, applications and program narratives as required by grant applications or other regulations. Manages grants for land acquisition. Uses Geographic Information Systems (GIS) software to facilitate land programs. May supervise Land Specialist I's.

UNIQUE PHYSICAL REQUIREMENTS:

While visiting remote sites, may be required to bend, stoop, crawl and traverse rough terrain.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Overnight travel to visit property sites may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.